



RESEARCH SPECIALIST 2 (VARIOUS STUDIES)

Department of Corrections and Rehabilitation

Exam Type: Departmental Open
Examination Code: 2CE16
Final Filing Date: April 7, 2023

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

CLASSIFICATION DETAILS

Salary Range:

\$7,494.00 - \$9,329.00 per month

View the [classification specification](#) for the Research Specialist 2 (Various Studies) classification.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) and [Qualification Assessment](#)

By mail to:

**Department of Corrections and Rehabilitation
Talent Acquisition and Career Services
P.O. Box 942883
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Talent Acquisition and Career Services, 101N**

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If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Qualifications Assessments for Research Specialist 2 (Various Studies) are available from the CDCR website at: [Career Opportunities](#) or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact Talent Acquisition and Career Services at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

April 7, 2023 is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

MINIMUM QUALIFICATIONS

Experience: Two years of experience carrying out a research study which must have included responsibility for the determination of research design and method. (Research involved in the completion of the dissertation required for the doctoral degree in a field of specialization appropriate to the applicable research study may be substituted for one year of the required experience.) **and**

Education: Equivalent to graduation from college supplemented by one year of postgraduate education.

1. The postgraduate education, master's degrees, and doctoral degrees referred to in the minimum qualifications:
 - a) Must be in a field of specialization appropriate to the applicable research study. **or**
 - b) Must have been obtained from a recognized U.S. or Canadian University, or from a foreign university deemed equivalent.
2. The required experience must have been in a field of specialization appropriate to the applicable research study.
3. If the position of a physician on a research study involves diagnosis, treatment, or prescription, the possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners will be required prior to appointment.
4. If the position of a veterinarian on a research study involves the practice of veterinary medicine and surgery, or any branch thereof, a valid license issued by the Board of Examiners in Veterinary Medicine for the State of California to practice as a Doctor of Veterinary Medicine must be secured within twelve months of the date of appointment

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

POSITION DESCRIPTION AND LOCATION(S)

The Research Specialist 2 (Various Studies), under general direction, plans, organizes, and directs an original research study of moderate scope and complexity, or a highly specialized phase of a project or program; acts as a consultant in a highly specialized field to a major research study; and does other related work.

Positions currently exist statewide.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Current research literature and trends applicable to the research study.
2. Principles and procedures of researching planning, design, methodology, and analysis applicable to the research study.
3. Methods of preparation of research reports.
4. Statistical methods and procedures and data processing techniques.
5. Problems involved in bibliographic survey or previous related research.
6. Determination and qualification of variables and mechanization or compilation and analysis of data.
7. Principles and practices of effective consultation and supervision.
8. A general familiarity with Equal Employment Opportunity (EEO) concepts, including goals/timetables, reasonable accommodation, focused recruitment, and the role of a supervisor in carrying out an EEO Program.

Ability to:

1. Evaluate the relative importance of various areas of research.
2. Evaluate the adequacy of proposed research designs and techniques.
3. Do independent creative thinking.
4. Establish and maintain cooperative relations with hospital staff and with officials of Federal, State, local, university, and private research organizations.
5. Communicate effectively and prepare articles for publication.
6. Provide persuasive and skilled leadership in scientific research.
7. Apply professional knowledge and administrative ability to concrete situations.
8. Teach research principles and methods to trainees, research assistants, and other staff.
9. Analyze situations accurately and take effective action.
10. Effectively contribute to the department's EEO Program objectives.
11. Coordinate and administer a program of research.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Research Specialist 2 (Various Studies) is available on the CDCR website at: [CDCR Job Analysis](#).

Note: To ensure a fair and equitable opportunity for all competitors, CDCR does not authorize the gathering of informal study groups or the distribution of informal sample test questions to prepare for examinations. Additionally, pursuant to California Government Code Sections 19680 and 19681, candidates are not to obtain or discuss test questions and/or answers from current or prior examinations to prepare for upcoming examinations.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Research Specialist 2 (Various Studies) examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit [CalCareer Website](#).

VETERANS' PREFERENCE/CAREER CREDITS

Career credits or Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. **If you receive Veterans' Preference, you cannot also receive career credits in this examination.**

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Talent Acquisition and Career Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

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The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
TALENT ACQUISITION AND CAREER SERVICES
EXAMINATION SERVICES UNIT**

1515 S STREET, ROOM 101N, SACRAMENTO, CA 95811

EMAIL: HRCustomerConnect@cdcr.ca.gov

PHONE: (916) 322-2545

Telecommunications Relay Service: 711

REVISION DATE: 1/26/2023 CM